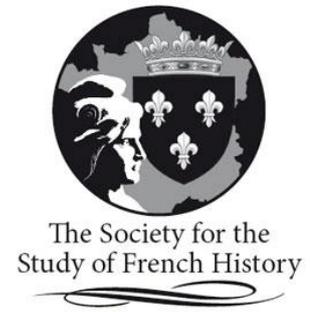


Role Description

Conference Officer



Description:

Conference Officer: the primary role of this position is to provide continuity and liaison between the Society and those individuals and institutions hosting each Annual Conference. The Conference Officer advises the local organizer of each conference; reports to the committee on the performance of the most recent conference and on the development of future ones; finds venues and organizers for future conferences; liaises with funding bodies and other organizations over sponsorship and support.

Principal responsibilities:

- To be the main liaison between the committee and the conference organizers.
- To attend committee meetings and AGMs and provide reports on activities (updates on conference organization, and reports from completed conferences).
 - The committee normally meets in late June/early July at the Annual Conference, and in January at the Annual Douglas Johnson Memorial Lecture in French History (normally held in London). Expenses for travel to committee meetings can be reclaimed.
- To ensure the conference organizers are aware of the expectations of the society and reflect this in the organisation of the conference. In particular:
 - Ensuring the Annual Conference guide is distributed to organizers and used as a reference in planning.
 - Ensuring there is a suitable venue and sufficient time for a committee meeting to be held before the conference
 - Ensuring there is a suitable venue and sufficient time for an AGM to be held during the conference
 - Ensuring that at least one of the plenary speakers is invited from France
 - Reflecting the values of the society in relation to our Equalities and Diversity policies.
- To develop and maintain a list of future conference organizers, and to report to the committee when an institution expresses an interest in hosting the conference.
 - The conference organiser should seek to ensure that there is a healthy plan for future conference hosts, and report to the committee in good time if additional hosts need to be sought more widely.
- To help conference organizers maintain an efficient and sensible planning schedule as outlined in the Annual Conference guide
- To help conference organizers maintain an efficient and sensible budget as outlined in the Annual Conference guide

- The conference officer will help guide organizers in finding funding sources, but is not expected to coordinate funding bids
- To act as a liaison between the conference organizers and the Society's membership secretary and web editor, helping to ensure the call for papers and all subsequent communications reach as wide an audience as possible.
- To maintain and update the Society's Annual Conference guide where necessary to reflect current best practice. This guide contains a more detailed outline of the conference officer's activities as well as broader reflections on the conference and its organisation.

Andrew W M Smith (Secretary), August 2017